

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	SUBSTANCE ABUSE PREVENTION SPECIALIST I / II
CLASS CODE:	I - 5358 II - 5357
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	06/14/2008
DEPARTMENT:	SUBSTANCE ABUSE

JOB SUMMARY

Performs para-professional work in assisting in the development, design, coordination, and administration of substance abuse prevention activities in Utah County. Expedites day-to-day processes related to providing direct services to all age groups within community agencies such as juvenile justice, school districts, state agencies, and community coalitions. Coordinates and assists in the evaluation and adjustment of prevention programs, strategies, and policies.

CLASS CHARACTERISTICS

Substance Abuse Prevention Specialist I: Works under close supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Substance Abuse Prevention Specialist II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

ESSENTIAL FUNCTIONS

Assesses substance abuse prevention needs and assists in developing public policy and legislation.

Assists in developing comprehensive substance abuse prevention plans based on the needs of Utah County communities.

Assists in the coordination of national campaign promotions for Utah County residents.

Assists in designing and implementing substance abuse prevention programs in accordance with comprehensive local health plans about substance abuse and dependence.

Assists in designing and implementing school curricula, community classes, and public education; Organizes and maintains the Prevention Resource Center as assigned.

Assists in designing and implementing programs to reduce injuries from unintentional injuries or loss and injury from substance abuse related mishaps, and conducts surveys to detect associated behavioral changes.

Evaluates the helpfulness and impact of substance abuse prevention education programs.

Disseminates substance abuse information for the various divisions of the County Health Department; educates and consults with the various divisions, and/or assists in bringing together comprehensive prevention services throughout the county by assisting in consultation services and networking with other agencies or groups.

Assists in implementing the performance plans of grants and helps prepare annual renewal plans.

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Monitors contracts with outside agencies for substance abuse contracted programs and services.

Responds to public health emergencies as required by the department or division administration; carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

Maintains current competence with evidence based prevention practices and drug use trends by attending and completing required training and technical reading.

Obtains and keeps current any certifications and licensure that may be required for this position now and in the future.

Completes all prevention related documentation and data collection as required by the state contract including community assessments, resource and program assessments, and program planning and evaluations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The substance abuse risk and protective factor model; the principles of human behavior modification; substance abuse prevention and treatment terminology, methodology, organization, and practices;

Skill in: Written and verbal communication and interpersonal relations; computers and various software programs such as Word Perfect, Word, Excel, Power Point, Publisher.

Ability to: Establish and maintain effective working relationships with those contacted during the course of work activities; write technical reports, develop curriculum, and make effective presentations; be an active member of a team.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; drives a motor vehicle; lifts or otherwise moves objects weighing up to 50 pounds; and works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office environmentally controlled room; Work may expose incumbent to contagious or infectious diseases; Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work occasionally requires traveling out-of-area and working flexible hours including weekends and evenings.

EDUCATION AND EXPERIENCE

Substance Abuse Prevention Specialist I: Bachelor degree in health, behavior or social science or a closely related field. Equivalent combinations of education and experience may also be considered. Selected applicants are subject to, and must pass, a full background check.

Substance Abuse Prevention Specialist II: Bachelor degree in health, behavior or social science or a closely related field and two (2) years of work experience in substance abuse prevention. Equivalent combinations of education and experience may also be considered. Selected applicants are subject to, and must pass, a full background check.

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LICENSING AND CERTIFICATION

Substance Abuse Prevention Specialist I: Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Substance Abuse Prevention Specialist II: Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must be licensed, at a minimum, as a substance abuse counselor (LSAC) or social service worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60) and must possess, or be eligible to obtain, valid State of Utah DUI certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.